

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: April 19, 2006

Division: Employee Services Division

Bulk Item: Yes X No

Department: Safety

Staff Contact Person: Priscilla London

AGENDA ITEM WORDING: Approval of changes and additions to the Monroe County Safety Policies and Procedures Manual.

ITEM BACKGROUND: The safety policies are a means to reduce or eliminate unsafe conditions or practices where losses may occur and provide a safe and healthy environment for county employees. The manual is updated from time to time to reflect applicable safety issues.

PREVIOUS RELEVANT BOCC ACTION: The Monroe County BOCC adopted the original Monroe County Safety Policies and Procedures (MCSPP) in 1991 with revisions in 1998. In addition to county functions and agencies directly under the purview of the Board, other county agencies using Monroe County Workers Comp are invited to participate in this program.

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATIONS: Approval

TOTAL COST: 0

BUDGETED: Yes No

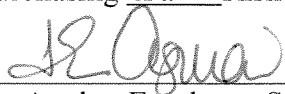
COST TO COUNTY: NONE

SOURCE OF FUNDS:

REVENUE PRODUCING: Yes No X **AMOUNT PER MONTH** **Year**

APPROVED BY: County Atty n/a OMB/Purchasing n/a Risk Management n/a

DIVISION DIRECTOR APPROVAL:


Teresa Aguiar, Employee Services Division

DOCUMENTATION: Included X Not Required

DISPOSITION:

AGENDA ITEM #

The following items in the Monroe County Safety Policies and Procedures will be added, changed or removed.

Additions will be represented with underlines and deletions will be represented with ~~strikethroughs~~. A background of analysis of why the Safety Office recommends the change is provided prior to each item's change.

- Item # 1 Back Belt
 - Item # 2 Cell Phones
 - Item # 3 Driving Privileges and Child Restraint Seats
 - Item # 4 Candles in the Workplace
 - Item # 5 Cardio Pulmonary Resuscitation (CPR) – First Aid Training
 - Item # 6 Mandatory Safety Meetings
 - Item # 7 Respirator Program
 - Item # 8 Response of Public Employees in Disasters
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Item # 1 - Back Belt:

BACKGROUND: The Center for Disease Control and NIOSH (testing laboratory for OSHA) have found no proof that back belts prevent accidents and can neither recommend or deny their functionality. Therefore, the Safety Accident Review Board has rescinded their previous requirement that all employees are required to wear back belts and have made it voluntary for use. The followings changes should be made to the Safety Policies and Procedures.

Section 3-11 JOB SAFETY TRAINING

Q. Manual Lifting Training

5. The Safety Accident Review Board has recommended that all County employees that lift heavy objects regularly may voluntarily ~~must~~ wear back support (back belt).

Section 12.4 BACK INJURY PREVENTION

A. Proper Lifting Procedures

Lifting the wrong way is a major cause of back injury. So, when you lift, keep your back straight, and let your legs do the work. It has been determined by the Safety /Accident Review Board that County employees that lift heavy objects may voluntarily ~~must~~ wear back support (back belts)

~~B. Back Support and Comfort~~

~~1. Wear back support (back belt) if lifting heavy objects.~~

Item # 2 Cell Phones

Background: Since cellular phone use is a distraction when driving a motor vehicle and Monroe County considers it a part of doing business to provide cellular phones to its employees, rules must be in place to prevent accidents caused by cellular phone use while driving a motor vehicle.

Section 12.23 USE OF CELLULAR PHONES

A. Drive and Talk Safely

Many of us use car or cellular phones to stay in touch and feel more secure. However, research shows that talking on a phone while driving **quadruples** the risk of an accident. Drivers sometimes suspend their good judgment as they focus on talking. Here are some suggestions for safer car phoning:

1. Don't use the phone while driving unless absolutely necessary-it can be dangerous.
2. Concentrate on driving. Watch for slowdowns, sudden stops and accidents.
3. Hang up in heavy traffic or bad weather. Let your communications service take messages, and then return calls later.
4. Use memory dialing, redial, speakers and other utilities to help you focus on driving carefully.
5. Memorize your phone's key pad so you can keep your eyes on the road.
6. Pull off the road when the conversation begins to distract you.
7. Never write or take notes while driving.
8. Dial during stops.
9. Avoid emotional or stressful conversations.

Item # 3 Driving Privileges and Child Restraint Seats

Background: Since we are self insured the present criterion for issuing driving privileges was copied from an insurance company that used these criteria to instate or cancel vehicle insurance over 16 years ago. Monroe County is now using the VFIS Insurance group to insure our emergency vehicles. The Safety Office is requesting we provide consistent and up to date criteria for determining issuance of driving privileges by using guidelines similar to those provided by the VFIS Insurance Group.

The use of county vehicles while transporting children requires County employees comply with State laws and Federal regulations concerning child restraint during their transport.

SECTION 1.10 COUNTY DRIVING PERMITS

B. Qualifications for Issuance of Driver Permit

7. An employee's right to operate a vehicle on County business shall be denied or revoked at any time when they do not possess a valid State of Florida Operator's or Commercial Driver's License, and may be denied or revoked when their driver's record reflects one or more of the following conditions:

- ~~a. One (1) or more "Driving Under the Influence", refusing to take intoxication test, or "Leaving the Scene of the Accident" conviction during the last three (3) years.~~
- ~~b. Two (2) moving violations during the last twelve (12) months.~~
- ~~c. Eight (8) or more points during the past twenty-four (24) months.~~
- ~~d. Medical evidence of alcoholism, drug abuse, or other physical impairment significantly affecting the ability to drive safely.~~

Class A Violation: An individual who has a Class A violation within the past three (3) years normally receives a license suspension from the Department of Motor Vehicles. Monroe County calls for a suspension of driving privileges for anyone convicted of a Class A violation for a period of (12) months. Additionally, any of these individuals would also be required to attend an approved driver-improvement program.

- a. Driving while intoxicated or related offense
- b. Driving under the influence of drugs
- c. Negligent homicide arising out of the use of a motor vehicle (gross negligence)
- d. Operation during a period of suspension or revocation
- e. Using a motor vehicle for the commission of a felony
- f. Aggravated assault with a motor vehicle
- g. Operation a motor vehicle without owner's permission
- h. Permitting an unlicensed person to drive
- i. Hit and run

Class B Violation: An individual who has a combination of two (2) class B moving violation convictions and/or chargeable accidents in a three (3) year period will be issued a warning letter from the Safety Office. Any individual who has more than (3) moving violation convictions or three (3) chargeable accidents or any combination of more than three (3) of the formerly stated convictions in a (3) year period will be issued a suspension of driving privileges for a period of one (1) year. In addition the individual will be required to complete an approved driver improvement program.

All moving violations not listed as Type A violations.
Unusual circumstances with individual cases would be evaluated on a one-to-one basis.

13. Any County vehicle transporting an infant, toddler, or child must provide appropriate seating to comply with Florida Department of Motor Vehicle regulations for transporting children. The County shall use federally approved child restraint car seats in the appropriate size to accommodate the child.

Item # 4 Candles in the Workplace.

Background: There is a trend among staff for use of candles in the office and workplace. They are used to create an atmosphere and provide and aroma. The flames from these candles can create a fire hazard, office paper setting on desk tops can not be seen in a well lit office. Unattended emergency candles will be replaced with flashlights or emergency lighting. Candles have been left lit and unattended in the past.

SECTION 12.9, A. 4. CANDLES IN THE WORK PLACE

Candles burning in county buildings cannot be left unattended. Attended candles such as candles on birthday cakes are acceptable.

Item # 5 Cardiopulmonary Resuscitation (CPR) and First Aid Training

Background: To replace Monroe County Administrative Instruction 8500.5 Standard First Aid (SFA) Instruction that states on July 15, 1985 Monroe County BOCCs adopted Resolution No. 205-1985 urging all County employees to undergo cardiopulmonary resuscitation instruction. And the MCSPP states "It is mandatory that each person serving in a supervisory capacity be trained, qualified and certified in basic first aid."

There are many positions of supervisory capacity that may be considered unnecessary to train supervisors in CPR/SFA. Also, there are some people that can not perform a medical function on another person due to personal issues with body contact. Therefore, the Safety Office is recommending it not be mandatory for all supervisors to be trained in CPR/SFA.

1.7 SAFETY TRAINING PROGRAMS

A. General

It is ~~mandatory~~ recommended that each person serving in a supervisory capacity be trained, qualified and certified in CPR and basic First Aid ~~or scheduled for training as soon as possible~~. Department Heads and Supervisors will consult the ~~Training Coordinator~~ Human Resources Office for scheduling. Training in CPR/First Aid will be given to as many employees as possible, but due to class quota limitations, priority will be given to personnel involved in hazardous operations or specific functions where this training or the recertification of CPR is needed required.

Item # 6 **Mandatory Safety Meetings**

Background: When the Safety Program started in the late 1980's the number and frequencies off accidents were much higher and safety rules and enforcement of them were minimal. With the positive impact of a safety program of education, prevention and enforcement Monroe County has eliminated many hazards and provided safety awareness on behalf of management and employees. Staff considers the requirement of holding monthly meetings unreasonable and ineffective use of time, therefore the Safety Office would like to change the requirement of attending safety meetings for employees that are in low risk positions from monthly meetings to twice a year.

A. Monthly Safety Meetings will be held monthly for departments that have positions that are considered a risk and have frequent injuries. All other departments experiencing a low rate of injuries and considered by the Safety Office as a low risk are required for all require employees to attend a safety meeting twice a year and will be documented in the Division Safety Management book. Meetings should be 10 to 30 minutes' duration, consisting of, at a minimum:

1. Past accident summary with preventative measures.
2. Safety training video or training from the required Safety Training List.
3. Review of newly identified hazards.
4. A timely off-the-job safety topic.
5. A discussion period.

Item # 7 **Respirator Program**

Monroe County Respirator Program (previously Administrative Instruction 8603.1, Monroe County Respirator Program) should replace section 12.17 Personal Protection Equipment (PPE). Section C & D:

~~C. Respirators~~

~~Respirators are designed to filter the air you breathe. Various types of respirators are provided for your protection. These are filter-type respirators for employees working in dusty areas or handling dust-producing materials. They are also required when engaged in paint spray operations. A respirator is not a substitute for a gas mask or self-contained breathing apparatus. Check with your foreman for more specific information.~~

~~D. Air Breathing Equipment~~

- ~~1. Self-contained air breathing equipment, with the air contained in cylinders as part of the equipment, is used for rescue work or short term work in excessively contaminated atmospheres.~~
- ~~2. Air-line breathing equipment with the air source obtained from a shop air system or compressor is used for long term work in contaminated air atmospheres, and in areas where it is impossible to use self-contained air breathing equipment because of space limitations.~~
- ~~3. All personnel required to wear air breathing equipment must be trained in its proper use.~~

~~Air breathing equipment must be inspected in accordance with manufacturers recommendation. Prompt repair will be accomplished on all equipment found to be defective.~~

MONROE COUNTY RESPIRATOR PROGRAM

1. POLICY

It is the policy of Monroe County to protect its employees from hazardous atmospheres through a comprehensive program of recognition; evaluation; engineering, administrative and work practice controls; and personal protective equipment, including respirators. To the greatest extent feasible, hazard elimination and engineering and work practice controls shall be employed to control employee exposure to within allowable exposure limits. However, where these measures are not feasible or fully effective or are under development, Monroe County shall provide appropriate respirators to affected employees under this program. Monroe County is committed to full compliance with applicable federal and state regulations pertaining to employee respiratory protection.

2. PURPOSE

The purpose of this program is to protect the health of Monroe County employees who may be exposed to hazardous atmospheres in the conduct of their work and to provide appropriate protection from these hazards, without creating new hazards. This program sets forth the County's practices for respirator use, provides information and guidance on the proper selection, use, and care of respirators, and contains requirements for establishing and maintaining a respirator program.

3. SCOPE

This program applies to all Monroe County employees who need to wear a respirator to perform assigned duties. Examples of chemicals or operations that pose potential respiratory hazards and involve respirator use are:

- Asbestos - Facilities Maintenance
- Dust - Facilities Maintenance
- Spray Paint Operations - Fleet Management
- Immediate Danger to Life and Health (IDLH) - Fire Rescue
- Airborne/Bloodborne Pathogens – Fire Rescue
- Herbicides - Roads & Bridges, Airport Maintenance
- Household Waste (Hazardous Material) - Solid Waste
- Dust and Debris Removal - Roads and Bridges

4. ROLES AND RESPONSIBILITIES

General Manager – Employee Services Director

- Supports the Respiratory Protection Program and assigns a Respirator Administrator with responsibility and resources to administer the program.

Respirator Administrator – Safety Administrator

- Has overall responsibility for the Monroe County Respiratory Protection Program, including monitoring respiratory hazards, and conducting program evaluations
- Has knowledge about respiratory protection and maintains an awareness of current regulatory requirements and good practices
- Approves Respiratory Protection Programs for each operation that involves use of respirators
- Approves training programs for employees

- Approves fit test procedures for employees
- Approves respirator makes and models for Monroe County use.
- Performs employee exposure monitoring upon initial work in a potentially hazardous atmosphere and whenever work conditions change that may affect employee exposure
- Performs employee exposure monitoring in accordance with Federal and State OSHA regulations
- Uses generally accepted sampling techniques and analytical methods, including generally accepted quality assurance and control measures
- Reports all findings to the supervisor within five days of receipt of analytical results from the laboratory, at a minimum
- Upon request, performs surveys and makes recommendations for hazard control.

Respirator Technicians/Supervisor

- Complete initial respirator training, refresher training and maintain records. In addition, complete any recommended respirator manufacturer training prior to servicing respirators and their components
- Perform and document semi-annual inspections of each air purifying respirator and monthly inspections of each supplied air respirator issued by the employer or maintained in its inventory
- Ensure that compressed breathing air cylinders are hydrostatically tested on schedule
- Remove from service and tagout any defective respirators or parts
- Perform maintenance and repairs of respiratory protection equipment in accordance with the manufacturer's instructions
- Maintain an inventory of respirators and associated parts and equipment in a clean, secure area
- Issue respirators when so directed in writing, inspecting to confirm that the respirator or equipment is of the type specified in the respirator plan or program
- Issue spectacle kits to employees who require corrective lenses with their respirators
- Perform tests for compressed air quality and inspect breathing air compressors periodically.

Supervisors

- Initiate and approve a written Respiratory Protection Program for each operation that involves respirator use
- Complete the initial and respirator refresher training of the type attended by employees under their supervision
- Initiate safety briefings on respiratory protection issues at the start of each new project or task that involves respiratory hazards for affected employees under their supervision
- Ensure that any use of respirators by employees under their supervision is in accordance with this program and a written Respiratory Protection Program and Worksite-Specific Respiratory Protection Plan that has been approved by the Supervisor and the Respirator Administrator, or designee
- Record any complaints related to respirator usage, act promptly to investigate the complaints, correct any hazards, and get medical assistance, when indicated. Report first aid and medical treatment in accordance with Monroe County procedures. Report every respirator related incident to the Respirator Administrator before the end of the work shift

- Ensure that their employees have the requisite training, fit testing, and medical clearances before authorizing them to wear any respirators
- Prohibit any employee with lapsed or incomplete respirator clearances to work in hazardous atmospheres. Enforce any restrictions imposed by the occupational physician on individual employees, including the need for corrective lenses
- Physically check each respirator prior to its assignment to their employees to be sure that it is of the type specified in the written plan
- Inform each affected employee of the results of exposure monitoring within one day of receiving such results and assure inclusion of all exposure reports in the County's recordkeeping system
- Monitor employee compliance with the respirator program requirements.

Employees

- Use respiratory protection in accordance with the instructions and training provide
- Immediately report any defects in the respiratory protection equipment and whenever there is a respirator malfunction, immediately evacuate to a safe area and report the malfunction
- Promptly report to the supervisor any symptoms of illness that may be related to respirator usage or exposure to hazardous atmospheres
- Report any health concerns related to respirator use or changes in health status to the occupational physician
- Wash their assigned reusable respirators at the end of each work shift when used and disinfect assigned respirators at least weekly
- Store respirators in accordance with instructions received
- Observe any restrictions placed on work activities by the occupational physician
- Be clean shaven in all facial areas that seal to the respirator facepiece
- Allow no headpieces, Band-Aids or other items beneath a respirator seal or head-strap assembly
- Inspect the respirator immediately before each use, in accordance with training provided
- Perform a user seal, negative and positive respirator fit check each time a respirator is donned in accordance with training provided.

5. PERMISSIBLE PRACTICE

Any respirator worn by a Monroe County employee on the job shall be issued by Monroe County under this program.

Respirators shall be issued by Monroe County and worn by exposed employees whenever airborne contamination levels are not otherwise reduced to within the allowable limits.

A written Respiratory Protection Program and Worksite-Specific Respiratory Protection Plan shall be prepared and approved by the Supervisor and the Respirator Administrator prior to any employee respirator use, including voluntary usage or emergency use. This plan shall identify the location and tasks, identify and quantitative the air contaminants or oxygen deficiency, specify the appropriate respirator, and specify any limitations, such as air monitoring, respirator cartridge changeout frequency, etc. Each operation involving respirator use must have a signed and approved written plan (Enclosure 2).

Upon an employee's request, an appropriate respirator shall be issued for voluntary use when exposure to contaminant levels is at or above 50 percent of allowable limits, but within allowable limits, or when exposed to nuisance dusts, molds, pollen, etc. Reasonable efforts should be made to reduce such exposures.

Regardless of exposure level, employees who are exposed to any recognized carcinogen, mutagen or teratogen in the performance of their work assignments may request and receive an appropriate respirator for voluntary use and in addition, affected employees already assigned a respirator may request a respirator that provides a higher protection factor than the one provided by Monroe County for that work.

The Monroe County Hazardous Material Emergency Response Plan required for chemical spills or releases, fire response, pathogen exposures, etc. shall include a Respiratory Protection Program and Worksite-Specific Respiratory Protection Plan whenever there is a reasonable potential for a respiratory hazard. The plan includes Monroe County's Fire Rescue, Public Works and Solid Waste response.

At no time, however briefly, shall a Monroe County employee be exposed to contaminant levels that are more than three times the allowable 8-hour time-weighted average limits without respiratory protection.

No employee may work alone while wearing a respirator. Each respirator wearer shall have at least one employee assigned responsibility to perform periodic status checks throughout the duration of respirator use. When SCBAs are worn, at least one standby person, located outside of the hazardous atmosphere and equipped with an SCBA, shall be in constant attendance, ready to provide immediate assistance and to call for emergency help, if needed.

6. RESPIRATORY PROTECTION PROGRAM AND WORKSITE-SPECIFIC RESPIRATORY PROTECTION PLAN

Each operation that involves respirator use shall have a written Respiratory Protection Program and Worksite-Specific Respiratory Protection Plan that is approved and signed by the Supervisor and Respirator Administrator.

This plan, which may be a part of a job hazard analysis, site safety plan, confined space entry permit or other document, shall contain an identification of the atmospheric hazard(s) and the respective measured or expected concentration(s) at each location or operation, the respective allowable concentration limits, the type of respirator(s) approved, monitoring requirements, emergency response procedures, and limitations, such as the frequency of respirator cartridge change-out.

This document shall be updated annually and more frequently if conditions change. This document shall be available at the job location and shall be maintained for 30 years as an exposure record.

7. RECOGNITION AND EVALUATION OF AIRBORNE CONTAMINANTS

A hazard assessment shall be initially performed in each workplace by the Supervisor or Respirator Administrator. Where the presence or potential presence of airborne contaminants is recognized or suspected the Respirator Administrator or other appointed evaluator shall perform evaluations to determine if allowable limits are exceeded or potentially exceeded. The results of the hazard assessment shall be communicated to the General Manager and affected supervisors and employees. For workplaces in which the hazard assessment produces no findings of potential exposures, Supervisors shall monitor the workplace and request a hazard assessment whenever materials or processes change.

Whenever the hazard assessment identifies potential exposures to hazardous atmospheres, an annual reassessment shall be performed, unless a more frequent assessment is required by OSHA. In addition, the Supervisor is responsible for requesting a reassessment by the Respirator Administrator whenever materials or processes change.

8. EVALUATION OF AIRBORNE CONTAMINANT CONTROLS

When hazardous atmospheres are recognized, elimination of the hazardous material or feasible engineering and work practice controls shall be instituted to reduce contaminant levels to within allowable limits. If such measures are not completely successful or if the condition is temporary, personal protective equipment, including respiratory protection shall be selected and worn.

The **Respirator Administrator** shall reassess the workplace when controls are instituted to measure their effectiveness in reducing employee exposure to hazardous atmospheres.

9. SELECTION AND ISSUANCE OF RESPIRATORS

Selection of the appropriate respirator shall be documented in the written Worksite-Specific Respiratory Protection Plan.

If the atmosphere is uncharacterized, it must be assumed to be IDLH and a positive pressure SCBA or combination supplied-air respirator with SCBA must be worn. Respirator selection shall comply with OSHA requirements for specific substances, such as asbestos, lead, etc. At a minimum, the assigned protection factor of the selectee's respirator shall equal or exceed the hazard ratio.

All respirators used by Monroe County employees shall be approved by NIOSH. No components shall be substituted, unless they are listed in the approval by NIOSH. Any change or modification to a respirator may void the respirator approval and may adversely affect its performance.

Any restrictions or limitations recommended for a particular respirator by the respirator manufacturer shall be observed.

The Supervisor shall inspect each respirator or component prior to issuance and shall assure that the respirator assembly is complete, sanitary and in good working order upon issuance. Atmosphere-supplying respirators shall be returned to the Supervisor at least monthly for periodic inspection and air purifying respirators shall be returned for periodic inspection at least semi-annually. A log shall be maintained of these periodic inspections.

The Supervisor is responsible to ensure that each respirator user under the Supervisor's supervision is currently approved for respirator use, including medical, fit testing and training certifications. Employees with expired certifications shall not be permitted to work in hazardous atmospheres or to voluntarily wear a respirator until their lapsed requirements are updated.

Each respirator must be inspected by its wearer immediately prior to each use, according to instructions provided in the respirator training. Any defects shall be reported to the Supervisor before entry into a hazardous atmosphere. A user seal check shall be performed by the wearer immediately prior to entering the hazardous atmosphere.

Monroe County will provide an appropriate spectacle kit to each respirator wearer who requires corrective lenses and will pay for prescription safety lenses for the kit initially and as needed. Contact lenses shall be permitted if the

employee's ophthalmologist or optometrist authorizes their use by the employee in hazardous atmospheres with negative pressure and positive pressure respirators in a written communication to Monroe County

Employees who are issued a respirator are responsible for its maintenance, daily inspection and storage while the unit is in their control.

10. FIT TESTING

Each respirator wearer shall be fit tested, using protocols approved by the Respirator Administrator. Frequent testing shall be performed if required by OSHA regulations for specific substances or if the wearer's facial contours change, such as by weight gain or loss, facial surgery, etc.

On the occasion of each fit test, employees may choose their respirator from an array of facepieces from different manufacturers and sizes approved by the Respirator Administrator.

Fit test certifications shall be prepared and signed by the person performing the fit test and must name the tested employee; the make, model and size of respirator fit tested; and the result of the fit test. A copy shall be provided to the Supervisor.

Monroe County required fit tests, including reasonable employee time and travel costs, shall be paid for by Monroe County. A medical evaluation as described in # 11 must be performed before an employee is fit tested.

11. MEDICAL APPROVAL FOR RESPIRATOR USE

Each respirator wearer shall be approved for respirator use by the County's designated physician before the employee is required to wear a respirator (including before being fit tested). The physician shall be provided a copy of the employee's duties, respirator types to be worn, and air contaminants, as well as any applicable OSHA standards governing the medical evaluation, such as the Respiratory Protection standard and applicable substance-specific standards in addition to the Respirator Medical Evaluation Questionnaire to be completed by the employee being examined. The questionnaire shall be filled out by the employee *confidentially* during the employee's normal working hours or at a time and place convenient to the employee - preferably in the Human Resource office location nearest to the employee's worksite location.

The physician's approval shall be a written certification that lists the respirator types approved for use by the individual (i.e., negative pressure air purifying, powered air purifying, pressure demand SCBA) and any restrictions on the employee's use of respiratory protection, including the need for corrective lenses. The physician's certification shall not disclose any confidential medical information, but shall clearly list or describe any restrictions to be observed.

Medical evaluations shall be performed by the County's designated physician and the cost of the respirator medical evaluation shall be budgeted and paid by employee's department including reasonable time and travel expenses of the employee. Payment for special medical diagnostic procedures needed to assess the ability of an employee to safely wear a respirator shall be approved in advance by the Respirator Program General Manager. No medical treatment costs shall be paid by the employee under this program.

Medical records created under this program shall be handled in accordance with requirements for confidentiality, employee access and retention.

If it is found that an employee is not physically able to wear a respirator, arrangements must be made by the applicable Supervisor and Department Head to have the duties associated with a respirator be performed by another qualified employee within the department.

12. TRAINING

Each respirator wearer, supervisor of a respirator wearer, respirator technician and Administrator must be trained and updated as needed.

Upon successful completion of respirator training, the instructor shall sign a certification that names the employee trained, the type(s) of respirator and the training date. A copy shall be provided to the supervisor. A record shall be maintained of the training topics covered.

Monroe County approved respirator training shall be conducted by or paid for by Monroe County including the employee's reasonable time and travel to participate in such training.

13. DEFINITIONS

Air purifying respirator (APR) — a type of respirator that removes specific contaminants from air by use of filters, cartridges or canisters by passing ambient air through the air-purifying element. APRs do not supply oxygen.

Allowable limit — the maximum concentration of a substance in air that is permitted by regulation or voluntary standards to protect employee health. These concentrations may be expressed in terms of an 8-hour time-weighted average, a 15-minute short-term average or as an instantaneous upper ceiling limit. An example is the OSHA permissible exposure limits (PEL).

Assigned protection factor — the level of respiratory protection expected to be provided by a given class of respirators to a properly fitted and trained user. This factor is assigned by OSHA in substance specific standards and by ANSI in the voluntary national standard, Z88.2.

Atmosphere-supplying respirator — a type of respirator that supplies the user with breathing air from a source independent of the ambient atmosphere, and includes supplied-air respirators (SARs) and self-contained breathing apparatus (SCBA) units.

Canister or cartridge — a container with a filter, sorbent or catalyst, or combination of these items, which removes specific contaminants from the air passed through the container.

Demand respirator — an atmosphere-supplying respirator that admits breathing air to the facepiece only when a negative pressure is created inside the facepiece by inhalation.

Dust mask — see filtering facepiece.

Emergency situation — any occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment that may or does result in an uncontrolled significant release of an airborne contaminant.

Employee exposure — exposure to a concentration of an airborne contaminant that would occur if the employee were not using respiratory protection.

End-of-service-life indicator (ESLI) — a system that warns the respirator user of the approach of the end of adequate respiratory protection, for example, that the sorbent is approaching saturation or is no longer effective.

Escape-only respirator — a respirator intended to be used only for emergency exit.

Filter or air-purifying element — a component used in respirators to remove solid or liquid aerosols from the inspired air.

Filtering facepiece (Dust mask) — a negative pressure particulate respirator with a filter as an integral part of the facepiece or with the entire face piece composed of the filtering medium.

Fit factor — a quantitative estimate of the fit of a particular respirator to a specific individual, and typically estimates the ratio of the concentration of a substance in ambient air to its concentration inside the respirator when worn.

Fit test — use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual.

Hazardous atmospheres — an atmosphere that contains a contaminant(s) in excess of the allowable limit or contains less than 19.5 percent oxygen.

Hazard ratio — a number calculated by dividing the actual air contaminant concentration by the allowable limit.

Immediately dangerous to life and health (IDLH) — an atmosphere that poses an immediate threat to life would cause irreversible adverse health effect, or would impair an individual's ability to escape from a dangerous atmosphere.

Loose-fitting facepiece — a respiratory inlet covering that is designed to form a partial seal with the face.

National Institute for Occupational Safety and Health (NIOSH) — a Federal institute responsible for conducting research and making recommendations for the prevention of work-related illnesses and injuries. It tests and issues approvals for respirators.

Negative pressure respirator (tight fitting) — a respirator in which the air pressure inside the facepiece is negative during inhalation with respect to the ambient air pressure outside the respirator.

Occupational Safety and Health Administration (OSHA) — the Federal or state agency with authority to issue and enforce workplace health and safety regulations.

Oxygen deficient atmosphere — an atmosphere with oxygen content below 19.5 percent by volume.

Physician or other licensed health care professional (PLHCP) — an individual whose legally permitted scope of practice (i.e., license, registration or certification) allows him or her to independently provide or be delegated the responsibility to provide some or all of the health care services required by this respirator program.

Positive pressure respirator — a respirator in which the pressure inside the respiratory inlet covering exceeds the ambient air pressure outside the respirator.

Powered air-purifying respirator (PAPR) — an air-purifying respirator that uses a blower to force the ambient air through air-purifying elements to the inlet covering.

Pressure demand respirator — a positive pressure atmosphere-supplying respirator that admits breathing air to the facepiece when the positive pressure is reduced inside the facepiece by inhalation.

Protection factor — a ratio calculated by dividing the air contaminant concentration outside a respirator by the concentration inside the respirator. This is measured in a quantitative fit test.

Qualitative fit test (QLFT) — a pass/fail fit test to assess the adequacy of respirator fit that relies on the individual's response to the test agent.

Quantitative fit test (QNFT) — an assessment of the adequacy of respirator fit by numerically measuring the amount of leakage into the respirator.

Respiratory inlet covering — that portion of a respirator that forms the protective barrier between the user's respiratory tract and an air-purifying device or breathing air source or both. It may be a facepiece, helmet, hood, suit or a mouthpiece respirator with nose clamp.

Self-contained breathing apparatus (SCBA) — an atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user.

Service life — the period of time that a respirator, filter or sorbent or other respiratory equipment provides adequate protection to the wearer.

Supplied-air respirator (SAR) or airline respirator — an atmosphere-supplying respirator for which the source of breathing air is not designed to be carried by the user.

Tight-fitting facepiece — a respiratory inlet covering that forms a seal with the face.

User seal check — an action conducted by the respirator user to determine if the respirator is properly seated to the face.

Item # 8 Response of Public Employees in Disasters

Background: As a requirement by the National Incident Management System there should be a reference to Worker Safety and Health in the Comprehensive Emergency Management Plan for Monroe County. After discussing this with Emergency Management Director we agreed this should be placed in the Safety Policies and Procedures and used as an Annex of the plan

12.23 Disaster Response

All employees of Monroe County are agents of the Government and may have a role during an emergency event especially a hurricane. All responses to emergencies shall comply with guidelines set up for employee safety in their designated work related field.

1. If an employee is assigned to a task before, during or after a hurricane their supervisor must give them an opportunity to provide a safe place for their family, property and other emergency obligations.
 2. No official representative of Monroe County has been given authority to direct public employees in to situations greater than the standard.
 3. Responding to an emergency or disaster may provide hazards not normally encountered. Employees should be briefed on projected hazards and evasive action to be taken.
 4. When responding to emergencies employees are required to report unsafe conditions to their supervisor so other emergency responders or members of the public may take appropriate action.
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